

REVISED

**City of New York
CONSUMER AFFAIRS
Job Vacancy Notice**

Civil Service Title: COMMUNITY COORDINATOR	Level: 00
Title Code No: 56058	Salary: \$45,615.00/\$52,457.00* - \$55,000.00 <i>*minimum with two years of continuous city service</i>
Office Title: Creative Specialist	Work location: 42 Broadway, N.Y.
Division/Work Unit: External Affairs	Number of Positions: 1
Hours/Shift: 9:00 AM – 5:00 PM	

Job Description

The Creative Specialist reports to the Assistant Commissioner for Creative Services.

As part of DCA's Communications & Marketing Division, the Creative Specialist will work on a variety of projects, in particular assisting with design. Specific duties include:

- Participate in creative brief meetings and consult with senior creative staff on design concepts and direction.
- Design agency materials and marketing collateral, including but not limited to brochures, flyers, reports, advertising, posters, signage, custom forms, Web features, and more.
- Design multi-media presentations.
- Work with photographers and/or research stock photography as needed to secure appropriate visuals.
- Coordinate with agency staff and external partners as needed to implement designated portions of communications and marketing strategies.
- Coordinate with outside vendors (i.e., printers, translation services, etc.) when needed to ensure proper project management and production.

Increasingly, the Departments public information includes educational videos. Recently DCA launched a video series part of its Protect Your Money Campaign. Experience in video production is a plus

Qualification Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

PLEASE NOTE: New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.

Essential Skills

- Strong organization, professional manner, proven ability to meet deadlines, and attention to detail required.
- Knowledge and understanding of all graphics terminology and production procedures, as well as proven experience working with related desktop programs required.
- Background in Web/print design, layout, and production required.
- Experience both conceiving and implementing creative concepts.
- Experience designing a wide range of print materials.
- Experience researching stock photography and working with photographers on image needs.
- Experience working with outside vendors (printers, translators, etc.).

Familiarity with graphic industry standards and best practices.

Strong knowledge and demonstrated experience using Adobe Creative Suite (Illustrator, In Design, Photoshop) and other programs.

Familiarity using Adobe Acrobat Professional.

Experience using Microsoft Office, in particular Word and PowerPoint, and familiarity with Publisher.

Experience working in both PC and Mac environments required.

Background in video production or photography a plus.

Writing skills a plus.

To Apply:

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER INDICATING JVN # TO: Jobs@dca.nyc.gov
(Must e-mail as MS Word only)

OR

Mail to: Human Resources Division
JVN # 866-12-94735
New York City Department of Consumer Affairs
42 Broadway, 8th Floor
New York, NY 10004

***INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.
NO PHONE CALLS, FAXES, E-MAILS OR PERSONAL INQUIRIES PERMITTED.
NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.***

Post Date: 12/9/2011

Post Until: Filled

JVN: 866-12-94735

DCA and the City of New York is an equal employment opportunity employer.